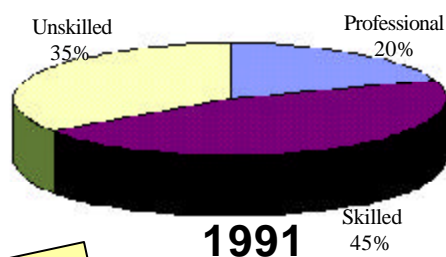
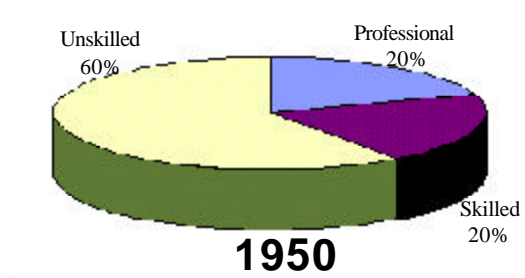


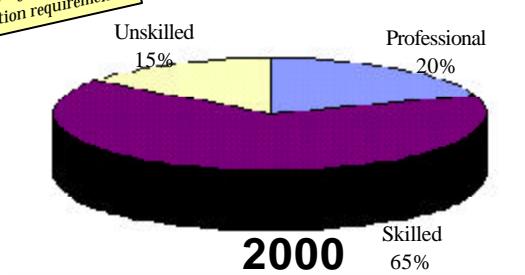
# Jobs Requiring More Education

Employers continue to require more and more education and training of their employees. More than eight of every ten jobs in the year 2005 will require at least a high school diploma.

## Job Skill Level Changes



See Career Planning Table for job training & education requirements.



## Why more education?

The world is rapidly changing and many jobs rely on new technologies and skills that require education beyond high school.

The average person with some level of postsecondary education (education beyond high school) will earn more money than the person who has none.

You will gain a wide range of knowledge that will help you on and off the job.

*The illiterate of the future will not be someone who cannot read, it will be someone who does not know how to learn.*

Alvin Toffler

Source: Nebraska Careers and Education, 2000

## Adjusting for the Season

Each year, NH Employment Security reports all sorts of information about our state's labor force. It reports the number of employed workers, unemployed workers, and the unemployment rate to name just a few. When reporting, NHES sometimes needs to adjust the data to account for cyclical changes. The result is then considered "Seasonally Adjusted". Can you guess which of the following are events that typically affect employment and what months they generally occur? (There's at least one per month.)

Event ?	Month
Christmas, and all its effects; ski season starts	-----
Decreased tourism; holiday hiring	-----
NH Motorcycle Week; increased production	-----
Construction affected by weather; winter sports are up; college breaks	-----
Hunting season; animal kingdom strikes	-----
Memorial Day is start of many summer tourist activities	-----
Neighboring state increases sales taxes	-----
Most schools close and tourism jumps	-----
Town meetings affect local government employment	-----
"Mud Season"; income tax refunds affect retail employment	-----
Most schools closed and tourism going strong	-----
Construction affected by weather; winter sports are up; school vacations affect teachers & bus drivers	-----
Tourism ebbs as schools reopen	-----
Spring cleaning; student employment climbs	-----
Leaves come down and tourism goes up	-----
Schools closed; plants shut down; tourism going strong	-----

Answer Key can be found on page 5.

Source: Economic Conditions, Dec 2001

You've applied, sent your resume, and had an interview, now what? You can stand out by sending a

## Thank You Letter

A short letter or even an e-mail to the interviewer can do wonders to enhance the good impression you've already made in the interview.

June 1, 2005

Mr. Bartle, Director of Human Resources  
VOWE Motors, Inc.  
500 Elm Street, Suite 100  
Burlington, NH 03302

Dear Mr. Bartle:

I thank you for the opportunity to discuss the position with you. On consideration of the position, I am pleased to accept the position of VOWE Motors, Inc. and the responsibilities of the job.

I am excited to begin my new position and I am confident that I will be able to contribute to the success of the company. I am also excited to meet the new team and to work with you.

I am looking forward to the start of the job. I am confident that I will be able to contribute to the success of the company. I am also excited to meet the new team and to work with you.

Sincerely,  
[Signature]  
VOWE Motors

See center pull-out section for information on writing resumes.

Source: adapted from Texas Career Success, 1998-2000